



Administration Assistant (PE Support) - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Good standard of education including literacy and numeracy (Level 2 or equivalent standard)	√		A & C
	Experience of working in a PE department or sports/fitness club environment		√	A & I
	Demonstrable experience of completing a wide range of administrative tasks with accuracy and speed, including: <ul style="list-style-type: none"> - Word and data processing - Collation of information and production of reports - Managing spreadsheets - Prioritisation of workload - Filing 	√		A & I
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	√		A & I
	First Aid qualification (or willingness to work towards)	√		A & C
Personal and interpersonal	Interacting and Presenting – Relating & Networking Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others	√		I
	Organising & Executing – Following instructions & procedures Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role	√		I
	Supporting and Co-operating – Working with People Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	√		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	√		C
	Willingness to undertake safeguarding training when required.	√		I

* A = application, C = clearances, I = interview, T = task